# SKEMA

Student Name	Starting High School Date
School Attended	
School District	Ending High School Date

Mastery Level 1	М	astery L	evel 2			Maste	ery Leve	13		М	astery L	evel 4	
No Evidence or Minimal Mastery	Nee	d Impro	vement			Ma	stered		E	xceeds	Mastery	/ Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.		•	demonstra actice and	ate the /or	ex	emonstrates the for the workplace ceptions and de improvement a	ce or settin monstrate	ng with rare	e Cor ous th	nsistently c ne skill. Oft and/or d	ten exceed	•	ctation
Behavior		Domain	)			Mastery			Т	ypes of	Evidend	e	
Required	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)		Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
Attendance of 70% or higher at school	Х		х	*									
Attendance at work at a level commensurate with work peers	Х		х	*									
Punctual to school and work	Х		Х	*									
Complies with health, safety, and emergency procedures at school and work.	Х		х	*									

<sup>\*</sup>Mastery at a level 3 or 4 is required in all of these to be an Occupational Diploma candidate

Mastery Level 1	N	lastery L	evel 2			Maste	ry Leve	13		M	astery L	evel 4	
No Evidence or Minimal Mastery	Nee	ed Impro	vement	:		Ma	stered		E	xceeds	Mastery	/ Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.		•	demonstra actice and	ate the	fo exc	monstrates the or the workplace eptions and de mprovement an	e or settin monstrate	g with rare	e Coi ous th	ne skill. Oft	ten exceed	tes and ger Is the expe tes leaders	ctation
Behavior		Domain	ľ		N	/lastery			T	ypes of	Evidend	e	
Critical	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
Respond to and meets new work challenges within a reasonable time frame provided needed visus supports or training	al X		х	**									
Communicates concerns clearly and asks for assistance when needed.	Х		х	**									
3. After a probationary period, work at a satisfactory rate for the job.	X		x	**									
4. Apply information previously learned to a new setting, routine, or scenario.	Х	х	х	**									
<ol> <li>Follow multi-step routine directions and/or at least 2-step non-routine directions.</li> </ol>			Х	**									

Mastery Level 1	N	lastery L	evel 2			Maste	ry Leve	13		М	astery L	evel 4	
No Evidence or Minimal Mastery	Nee	ed Impro	vement	-		Ma	stered		E	xceeds	Mastery	/ Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.		•	demonstractice and	ate the /or	fo exc	monstrates the or the workplac ceptions and de mprovement a	e or settin monstrate	g with rare s continuo	th	nsistently one skill. Off and/or d	ten exceed		ctation
Behavior		Domain	1		1	Mastery				ypes of	Evidend	e	
Critical	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
6. Use job-related tools, technological and materials appropriately.	es X		Х	**									
7. Demonstrates flexibility when the nature of the work changes.	· X		Х	**									
8. Maintains workplace appropriate language and social skills for each work placement.			х	**									
Respect authority and chain of command	Х		Х	**									
10. Follow a task schedule presented a variety of formats.	in X		Х	**									

<sup>\*\*8</sup> of 10 at a level 3 or 4 is required to receive the Occupational Diploma

Mastery Level 1	М	astery L	evel 2			Maste	ery Leve	13		М	astery L	evel 4	
No Evidence or Minimal Mastery	Nee	d Impro	vement			Ma	stered		E	xceeds	Mastery	/ Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.		istance to	demonstra actice and	ate the	fo exc	monstrates the or the workplace eptions and de mprovement a	ce or settin monstrate	g with rare s continuo	· Cor	nsistently one skill. Off and/or d	ten exceed		ectation
Behavior		Domain			N	Mastery			T	ypes of	Evidenc	e	
Preferred	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
Use various forms of media     (phone, text, email, tablet)	x												
Listen and follows verbal and symbolic 3+-step directions	х												
Accept constructive feedback and criticism	Х												
4. Maintain personal space	х												
5. Count items up to 100		Х											
6. Add, subtract, multiply, and divide using a calculator		Х											
7. Estimate quantities up to 20		Х											
8. Compare quantities or numbers up to 100		Х											
9. Demonstrate an understanding of money (total, make change)		Х											

Mastery Level 1	N	/lastery L	evel 2			Maste	ry Leve	13		М	astery L	evel 4	
No Evidence or Minimal Mastery	Ne	ed Impro	vement	-		Ma	stered		Е	xceeds	Mastery	y Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	skill. A	tly demons ssistance to dditional pr pendence i	demonstractice and	ate the /or	fo exc	monstrates the or the workplace eptions and de mprovement a	e or settin monstrate	g with rare s continuo	· Cor	ie skill. Oft	ten exceed	tes and ge ds the expe tes leaders	ectation
Behavior		Domain	1		ľ	Mastery			T	ypes of	Evidend	ce	
Preferred	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
10. Read and understand print materi in a variety of formats at a 2 <sup>nd</sup> grade reading level	al	Х											
11. Demonstrate an understanding of symbols/signs		Х											
12. Identify a problem, evaluate various ways of solving the problem and select the best alternative.		х											
13. Manage time to get the work done on schedule.	9		Х										
14. Work through conflict constructively.			Х										
15. Work respectfully in a diverse, multi-cultural environment			Х										
16. Collect information using a template (inventory).			Х										

Mastery Level 1	М	astery L	evel 2			Maste	ry Leve	13		Mastery Level 4				
No Evidence or Minimal Mastery	Nee	d Impro	vement			Ma	stered		E	xceeds	Mastery	/ Expect	ation	
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	requires ass skill. Ad	istance to ditional pr	demonstrates the skills or ance to demonstrate the cional practice and/or adence is required.			monstrates the or the workplace eptions and de mprovement ar	e or settin monstrate	g with rare s continuc	e Cor ous th	e skill. Oft	ten exceed	tes and ger Is the expe tes leaders	ctation	
Behavior		Domain				Mastery			T	ypes of	Evidenc	e		
Preferred	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other	
17. Identify and report wrong choices by self or others to persons in authority.			Х											
18. Demonstrate self-control and conducts self in a professional manner.			Х											

Mastery Level 1	М	astery L	evel 2			Maste	ry Level	3		М	astery L	evel 4	
No Evidence or Minimal Mastery	Nee	d Impro	vement			Ma	stered		E	xceeds	Mastery	/ Expect	ation
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.		•	demonstra actice and	ate the	fo exc	monstrates the or the workplac eptions and de mprovement ar	e or settin monstrate	g with rare s continuo	Cor	ie skill. Oft	ten exceed	tes and ge Is the expe es leaders	ctation
Behavior		Domain	l		ľ	Mastery			Т	ypes of	Evidenc	e	
Enhancing	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
<ol> <li>Demonstrates respectful positive interactions with other and effective communication.</li> </ol>	s X												
2. Appropriately seek clarification when needed.	х												
3. Telling time—digital and analog		Х											
4. Understand the importance and budgeting of money.	I	Х											
<ol> <li>Reads fluently and with comprehension at a 5<sup>th</sup> grade reading level.</li> </ol>		Х											
6. Complete forms, questionnaires inventories, daily logs, etc. presented in variety of formats.		Х											
<ol><li>Write simple messages or notes using paper or technology.</li></ol>		Х											

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Behavior		Domain	1		1	Mastery			Т	ypes of	Evidend	e	
Enhancing	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other
8. Solve mathematical word problems or scenarios that involve whole numbers or money.		Х											
9. Completes work related tasks to specifications.	0		Х										
10. Identify and use appropriate tools.			Х										
11. Engage willingly in non- preferred tasks.			Х										
12. Interprets data related to work completed or work materials including constructive criticism.			х										
13. Ability to promote your own skills, knowledge, and experience.			х										

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Behavior		Domain	)		ſ	Mastery			Т	ypes of	Evidend	e		
Enhancing	Skills	Knowledge	Experience	Level of Mastery	(1,2,3,4)	Date of Mastery	Who verified mastery	Norm- referenced	Observation	Forms	Checklist	Work Sample	Other	
14. Understand individual civic responsibilities and ethical practices above and beyond the job description.	e		Х											
15. Critically analyze a situation or work list to anticipate work and personal needs and manage responsibilities.			х											
16. Identifies a problem or situatio and facilitates resolution or problem-solving with one or more co-workers.	n		х											
17. Recognize when additional team and/or supervisor support is needed to proceed.	m		Х											

## Work Experience: 2 years experience required for an Occupational Diploma

Work Experience	Start Date	End Date	Paid	Unpaid
Location				
Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location  Evaluation or Performance Narrative				

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Location  Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location  Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location  Evaluation or Performance Narrative				